CEMS
CONVENTION + EXPO
MANAGEMENT SERVICES, LLC

EXHIBITOR SERVICES

EXHIBITOR PACKAGE

Texas Bar & Night Club Alliance

JW Marriott Hotel Downtown Austin
110 East 2nd Street
Austin, TX 78701

August 16-17, 2015

SET IT UP. BREAK IT DOWN.

Welcome Texas Bar & Night Club Alliance

Dear Exhibitor,

We take great pleasure in notifying you that **CEMS** has been selected as the "Official Service Contractor" for the **Texas Bar & Night Club Alliance**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important event information as well as order forms for services you may require. Questions regarding shipping, storage, furniture, graphics and labor should be directed to:

Exhibitor Service Department
CEMS
P.O. Box 6330
McAllen, Texas 78502
956.702.4926 Fax: 956.688.8339
Rentals@conventionandexpo.net

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Quincy Barnes/ Greg Magnon
SMC Events
1802 NE 410 STE B-5
San Antonio, TX 78217
Phone: 210-832-8444
Fax: 210-832-8228
Email: quincy@tbna.org or greg@tbna.org

Questions regarding the event venues policies or supplemental services should be directed to:

Stephanie Dulimba
Event Manager
JW Marriott Austin
110 East 2nd St. |Austin, TX 78701
Phone: 512-608-4303
Fax: 512-595-1203
Email: Stephanie.dulimba@marriott.com

Please note the various items being provided for each booth by Show Management (equipment listed on the Event Information PAGE 5).

Analyze your needs carefully and return your order forms with full payment before **Friday, August 7, 2015** to save money as well as ensure the availability of your item. Orders received without payment cannot be processed.

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Frequently Asked Questions

WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

Each event is different. Please see the Event Information PAGE 5, which will specifically list what items, if any, will be included in the booth space.

WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

Unfortunately, items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth equipment, you must order that item separately at the published rate.

HOW DO I PLACE MY ORDER?

- Mail in your order forms and full payment to:
  CEMS
  P.O. Box 6330 McAllen, Texas 78502
- Fax in your order with the Credit Card Authorization form to:
  956-688-8339 Attn: Exhibitor Services

Orders will not be processed without full payment. Please review our Payment Policies for detailed information. Don't forget to keep a copy of your order for your records. For orders going to other **"official suppliers"** (i.e. Electrical, Internet, Telephone, Audio Visual, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

WHAT IS THE CANCELLATION POLICY FOR REFUNDS ON FURNISHINGS?

Items cancelled prior to **Friday, August 7, 2015** will be refunded at 100%. Items cancelled after **Friday, August 7, 2015**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Graphics and Display Rentals. If these items are cancelled after **Monday, August 3, 2015** they will be billed at 100%.

DO I HAVE TO PAY IN ADVANCE FOR SERVICES OR CAN I BRING A CHECK TO THE SHOW?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

Option one: Advance shipping is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during **CEMS** move in. Delivery hours are **9:00 AM - 4:00 PM**, Monday - Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.
Option two: Direct shipping is sending your materials directly to show site during the designated move in times (when permitted by venue). There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your materials.

WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?

- Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping.
- Shipping is the means by which shipments are transported via carriers to and from the event location.

WHAT IS A BILL OF LADING?

A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for **CEMS** to release your materials to your specified carrier at the close of the event.

WHAT ARE MY CHOICES FOR SHIPPING OUT AT THE CLOSE OF THE SHOW?

You may use any carrier of your choice. It is your responsibility to contact and make all arrangements for any carrier to pick up your items from **CEMS** warehouse.

WHAT ARE THE MOVE OUT PROCEDURES?

A **CEMS** Bill of Lading is required on **ALL** outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped please return the completed Bill of Lading form to the service desk. You must call your designated carrier with pick up information. A **CEMS** representative will be available at show site for further questions.

HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?

To obtain a final invoice, usually available one week after the event closes, contact our Exhibitor Service Department at rentals@conventionandexpo.net.

Texas Bar & Night Club Alliance
August 16-17, 2015
JW Marriott-Austin

Event Information

Discount Deadline:	**Friday, August 7, 2015**
Show Colors:	Black & Silver
Show Carpet:	Facility is Carpeted

Booth Information

Substitutions are not permitted. If you require alterations or additions please review the enclosed order forms. No credit or refund will be given for items not used.

Each **10' x 10'** booth will be provided with:

- 8' tall backdrop drape
- 6' skirted table
- 1 - 7" x 44" ID Sign
- 3' tall side dividers
- 2 chairs

Event Schedule - Subject to Change

Exhibitor Move In:	Sunday, August 16, 2015	12:00PM-4:30PM
Event Hours:	Sunday, August 16, 2015	5:00PM-9:00PM
	Monday, August 17, 2015	12:00PM-4:00PM
Exhibitor Move Out:	Monday, August 17, 2015	4:01PM-9:00PM
Freight Re-Directed At:	Tuesday, August 18, 2015	8:00AM-3:00PM

Shipping Information *(Material handling charges will apply)*

Advance Shipping Address:

Austin Warehouse & Distribution, Inc.
c/o Texas Bar & Night Club Alliance
August 16-17, 2015
16310 Bratton Lane
Austin, Tx. 78728

Advance shipments MUST be received by Wednesday, August 12, 2015

Assistance

- If you have any questions or do not find what you are looking for in this manual, please feel free to call our Exhibitor Service Department at **956-702-4926** or send an e-mail to rentals@conventionandexpo.net.
- **CEMS** will have a service desk in a convenient location at show site if you require any further assistance.

Texas Bar & Night Club Alliance
August 16-17, 2015
JW Marriott-Austin

Credit Card Authorization

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

This form authorizes **CEMS** to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

Company:									**Booth Number:**							
Cardholder Name:																
Credit Card Number:																
Expiration Date (mm/yyyy):																
Card Type:	☐	Visa/Master Card	☐	Discover	☐	American Express										
Billing Address:																
City, State, Zip:																
Phone Number:									**Fax Number:**							
E-mail Address:																
Authorized Signature:																

I, _____ agree to the conditions stated in this manual and the above paragraph.

Material Handling *(Non-taxable)*:	$
Booth Package:	$
Display Tables & Accessories:	$
Carpet & Cleaning:	$
Pipe & Drape:	$
Sign & Graphics:	$
Labor (*Non-taxable)*:	$
Total:	$
Sales Tax 8.25%:	$
GRAND TOTAL:	$

Discount Deadline:
Friday, August 7, 2015

- All prices include delivery, installation, rental charge for the duration of the show and removal at completion.
- Payment, in full, must accompany all orders by **Friday, August 7, 2015** to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Friday, August 7, 2015** will be re-funded at 100%. Items cancelled after **Friday, August 7, 2015**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Graphics and Display Rentals. If these items are cancelled after **Friday May 8, 2015** they will be billed at 100%.

If paying by check, make payable to: **CEMS**

Mail order forms & full payment to: P.O. Box 6330
McAllen, Tx. 78502

Please reference the Show Name & Company Name

Fax orders with full payment to: **956-688-8339**
ATTN: Exhibitor Services

For any additional questions please feel free to call us at 956-702-4926 or send an e-mail to rentals@conventionandexpo.net.

Payment Policies

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- Payment, in full, must accompany all orders by **Friday, August 7, 2015**to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Friday, August 7, 2015** will be refunded at 100%. Items cancelled after **Friday, August 7, 2015**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Graphics and Display Rentals. If these items are cancelled after **Monday, August 3, 2015**they will be billed at 100%.

ADDING TAX TO YOUR ORDER

1. Use the Credit Card Authorization form to help add up your order.
2. Multiply the appropriate **8.25% Sales Tax** by your subtotal and get the grand total.

To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold.

PAYMENT OPTIONS

- **Payment by Mail**
  Mail in your order forms and full payment to:

  CEMS
  P.O. Box 6330 McAllen, Texas 78502
  RE: Texas Bar & Night Club Alliance
- If a check will be submitted for payment please attach with your order forms and mail to **CEMS**. If you choose to pay by check, a credit card is still required to be on file. All checks should be made payable to: **CEMS**

- **Payment by Fax**
  Fax in your order with full payment to:

  956.688.8339
  Attn: Exhibitor Services
- Orders will **NOT** be processed without full payment. Please fill out the Credit Card Authorization Form.

ADVANCE ORDERS (DISCOUNT RATE)

Purchase orders may not be used in lieu of payment. **CEMS** will only accept purchase orders from Government and State Agencies. To process your order and receive advance prices, payment in full must accompany your order. Advance payment for material handling should be based on estimated weight. Advance payment for labor and other equipment rental services should be based on estimated installation and dismantling hours.

SHOW SITE ORDERS

All show site orders including labor and material handling are payable upon presentation of our invoice at the event. For your convenience, we accept Visa, MasterCard, Discover, or American Express, as well as checks, travelers checks and cash. Orders received after the deadline or made at the service desk during the event will be billed at standard prices. Services ordered at show site will not be processed without full payment.

THIRD PARTY ORDERS

If you have contracted work through a display/exhibit house and require the services of **CEMS**, the payment policies stated above apply. Please forward this information to the proper parties. The exhibiting firm, is ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment.

INTERNATIONAL EXHIBITORS

International exhibitors must pay for all services in US funds and must be drawn from a US bank. All charges must be paid in full prior to the close of the event either by cash, credit card or check.

Limits & Liability

RESPONSIBILITY FOR LABOR

- **CEMS**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **CEMS**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **CEMS** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **CEMS** or its subcontractors.
- **CEMS**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **CEMS** within (30) thirty days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **CEMS** or its subcontractors more than one year after the accrual of the action.
- **CEMS** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **CEMS** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

MATERIAL HANDLING

- **CEMS** will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- **CEMS** will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at event close.
- **CEMS** is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove them from exhibit hall. **CEMS** recommends all valuable items be covered by **YOUR** insurance company to protect against theft.
- Make certain all of your materials are properly insured against fire, theft and all hazards while in transit, to/from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into/out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This is not a transportation charge. This is a round-trip service and discounts will not apply for inbound or outbound only shipments.
- Do not send advance freight for Saturday/Sunday delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal receiving hours, **Monday - Friday, 9:00 AM – 3:00 PM.** If you are sending materials direct to show site, please make sure it does not arrive prior to the deadline specified. Materials arriving prior to the deadline may be **RE-FUSED**. If received and signed for additional surcharges may apply.
- A **CEMS** Bill of Lading must be filled out at close of show. The Bill of Lading is available at the service desk during your event. Without a Bill of Lading the shipment may be brought back to the **CEMS** warehouse and surcharges will apply.

PAYMENT TERMS

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed Credit Card Authorization form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Advanced payments will be indicated and any balance due must be paid in full by cash, credit card or check.
- **All inquiries must be resolved and completed before you leave the event.**

ORDERS, QUESTIONS & ADJUSTMENTS

- Orders by telephone will not be accepted.
- All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
- Services ordered at show site will not be processed without full payment.
- The availability of furnishings at show site can, on occasion, be limited and for that reason cannot be guaranteed. It is best to place your order in advance if possible.
- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **CEMS** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **CEMS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items cancelled prior to **Friday, August 7, 2015**, will be refunded at 100%. Items cancelled after **Friday, August 7, 2015**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Graphics and Display Rentals. If these items are cancelled after **Monday, August 3, 2015**they will be billed at 100%.

Texas Bar & Night Club Alliance
August 16-17, 2015
JW Marriott-Austin

Shipping Instructions

ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to **Friday, August 7, 2015**. Shipments must arrive **Friday, August 7, 2015** by 4:00 pm. No shipments will be received at the warehouse on weekends or holi-days.
- Shipments arriving at the warehouse after **Friday, August 7, 2015** will be charged a late to warehouse fee of $150.00 in addition to any other charges incurred.

DIRECT SHIPPING TO SHOW SITE

- Shipments must arrive no sooner than **Sunday, August 16, 2015**. If shipments arrive before this date they may be refused.
- Shipments will be received during the designated move in periods as well as throughout the event. (See Event Information PAGE 5)
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show site.
- Weigh tickets or Bills of Lading indicating weight must accompany freight delivery. The drivers signature on the show site receiving report will verify the total count and weight.

ALL SHIPMENTS

- All shipments must be **PREPAID**, collect shipments may be **REFUSED**
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional surcharges may apply.
- No liability will be assumed by **CEMS** for these shipments.

OUTBOUND SHIPMENTS

- A **CEMS** Bill of Lading is required on **ALL** outbound shipments.

CEMS Bill of Lading - SAMPLE

FROM:		**TO:**			
Exhibitor Company Name: Your company name		**Consignee Name:** Your company name (or who you are shipping to)			
Exhibit Facility: JW Marriott-Austin		**Consignee Address:** Destination address			
Event Street Address: 110 East 2nd St.					
City/State: Austin, TX	**Zip Code:** 78701	**Destination City, State:**		**Zip Code:**	
Exhibitor Name: Show site contact name	**Phone Number:** Show site contact number	**Destination Show Name:** If shipping to another show, please provide show name and booth number		**Booth Number:**	
FREIGHT CHARGES PAID BY: Your company name		**CARRIER:** list carrier name			
Address: Billing address for your company			**Other (please list)**		
City, State:	**Zip Code:**	**METHOD:**	**Next Day**	**2nd Day**	**Ground**
Attention: Who's attention		**DELIVER BY DATE:** Please list any specific deliver by date			
Phone Number: Company phone number	**Email Address:** Company contact e-mail address	**FREIGHT CHARGES: Freight charges are prepaid unless marked Collect**		**Prepaid**	**Collect**

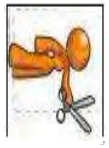
# PIECES	DESCRIPTION - EXHIBITION MATERIAL	WEIGHT	CLASS
	Crates (Wooden) Exhibition Material		125
	Cartons (Cardboard)		125
	Fiber Cases / Trunks		125
	Skids / Pallets		125
	TOTAL		

Sample

A **CEMS** Bill of Lading is required on **ALL** outbound shipments. Blank Bills of Lading are available at the **CEMS** service desk located on show site. After your booth is packed, labeled and ready to be shipped please bring the completed Bill of Lading form to the service desk. A **CEMS** representative will be available at show site for further questions.

Shipping Label

CONVENTION + EXPO MANAGEMENT SERVICES-CEMS	CONVENTION + EXPO MANAGEMENT SERVICES-CEMS
Austin Warehouse & Distribution, Inc. c/o Texas Bar & Night Club Alliance 16310 Bratton Lane Bldg. 3 Ste. 300 Austin, TEXAS 78728	Austin Warehouse & Distribution, Inc. c/o Texas Bar & Night Club Alliance 16310 Bratton Lane Bldg. 3 Ste. 300 Austin, TEXAS 78728
EVENT: Texas Bar & Night Club Alliance TO:_____ EXHIBITOR NAME BOOTH # (s):_____ No._____OF _____Pcs. CARRIER:_____	EVENT: Texas Bar & Night Club Alliance TO:_____ EXHIBITOR NAME BOOTH # (s):_____ No._____OF _____Pcs. CARRIER:_____



THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

Texas Bar & Night Club Alliance
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Material Handling FAQ's

WHAT IS MATERIAL HANDLING?

Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information PAGE 9 of this manual for further information.

WHAT ARE CRATED SHIPMENTS?

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. **Crated containers include**: crates, fiber cases, and properly packed skids.

WHAT ARE SPECIAL HANDLING SHIPMENTS?

- **Mixed Shipments:** Mixed shipments include a mix of both crated and uncrated materials.
- **Ground Loading/Unloading:** Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.
- **Stacked Shipments:** Shipments that require multiple items to be moved or removed for delivery to booth. (i.e. loose items stacked on top of crates and/or pallets.)
- **Piece Loading/Unloading:** Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.
- **No Documentation:** Shipments that arrive from a carrier without a Bill of Lading, which requires additional time and labor to process.
- **Excess of Small Shipments:** 10 or more loose pieces that are not palletized or crated.
- **Uncrated shipments** indicates a shipment that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting tools.

HOW IS STRAIGHT TIME / OVERTIME DETERMINED?

Straight Time: Monday - Friday, 8:00 am to 4:30 pm.
Overtime: All other times, Saturdays, Sundays and Holidays.

- **ST/OT or OT/ST:** If freight will be handled one way on straight time and one way on overtime, either into the event or out of the event.
- **OT/OT:** If freight will be handled on overtime into the event and out of the event.

Overtime charges are assessed when **CEMS** has been granted access to the facility during overtime, per the contractual agreement between Show Management and the facility. This includes warehouse shipments.

HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs is considered one **cwt** (hundred weight). There is a 100 lbs minimum charge for each shipment. Please refer to the Material Handling Rate Sheet for event prices.

Calculate Total CWT (Enter in increments of 100 lbs only; make sure to round up to the next 100.)

Example Below is based on the published rate:
350 lbs (rounded to the next 100) divided by 100 = **4** Total CWT
4 CWT x **$60.00** = Material Handling Charge **$240.00**

Texas Bar & Night Club Alliance
August 16-17, 2015
JW Marriott-Austin

Material Handling Rates

RATES BELOW WILL BE BASED ON PUBLISHED EVENT MOVE IN & MOVE OUT SCHEDULE.
Material Handling Charges Include:

- Receiving and unloading your freight at the docks
- Delivery to your booth
- Storage and return of empties at the close of the event
- Removal of your freight from your booth
- Reloading onto your outbound carrier

ADVANCE SHIPMENTS TO WAREHOUSE

- The advance warehouse will begin receiving shipments 30 days prior to: **Sunday, August 16, 2015**
- All materials shipped in advance to the warehouse MUST ARRIVE BY: **Wednesday, August 12, 2015**
- Any shipment arriving after this date will be charged a late to warehouse fee of $150.00 in addition to any other charges incurred.
- Warehouse receiving hours are Monday - Friday, 9:00 am to 4:00 pm. Any shipment delivered prior to, after hours or on weekends may be refused.
- Uncrated shipments cannot be received at the warehouse.

DIRECT SHIPMENTS TO SHOW SITE

- All materials shipped direct to show site MUST ARRIVE NO SOONER THAN: **Sunday, August 16, 2015** ♦
Any shipments arriving prior to the above date may be refused.
- Shipments will be received during the move in periods and throughout the event.

RATE CLASSIFICATIONS:	**Price per CWT**	
Warehouse Shipment (100 lbs minimum)		
Crated or Skidded Shipment	$65.00	
Special Handling	$75.00	
Show Site Shipment (100 lbs minimum)		
Crated or Skidded Shipment	$75.00	
Special Handling Shipment	$100.00	
Late to Warehouse		
Freight arriving after **Wednesday, August 12, 2015**		$150.00 Per Shipment
Material Handling Total		$

A credit card MUST be on file for all material handling, shipping inbound and/or outbound to the event.

Company/Cardholders Name: **Booth#:**

Type of Card: ☐ **Master Card** ☐ **Visa** ☐ **American Express** **Expiration Date (mm/yyyy):**

Credit Card #:

Billing Address:

City, State, Zip:

Email Address:

Authorized Signature:

This form authorizes **CEMS** to charge to your credit card account the amount of your advance/show site orders, **material handling charges**, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

Texas Bar & Night Club Alliance
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JW Marriott-Austin

Display Tables & Accessories Order Form

Discount Deadline: Friday, August 7, 2015

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

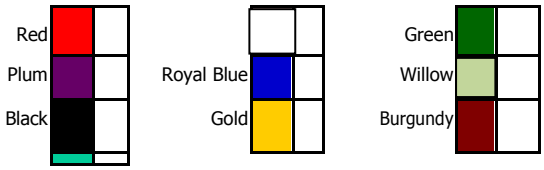
QTY	Item Description	Discount	Standard	Total
Skirted Display Tables 30" high (topped in white vinyl)				
	4' L x 24" W x 30" H	$58.00	$66.00	$
	6' L x 24" W x 30" H	$66.00	$73.00	$
	8' L x 24" W x 30" H	$73.00	$81.00	$
	4th Side Skirt	$21.00	$28.00	$
	Table Skirt Only	$30.00	$35.00	$
Skirted Display Tables 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	$96.00	$103.00	$
	6' L x 24" W x 42" H	$103.00	$111.00	$
	8' L x 24" W x 42" H	$111.00	$118.00	$
	4th Side Skirt	$31.00	$38.00	$
	Table Skirt Only	$40.00	$45.00	$
Unskirted Display Tables 30" high (topped in white vinyl)				
	4' L x 24" W x 30" H	$43.00	$51.00	$
	6' L x 24" W x 30" H	$51.00	$58.00	$
	8' L x 24" W x 30" H	$58.00	$66.00	$
Unskirted Display Table 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	$81.00	$88.00	$
	6' L x 24" W x 42" H	$88.00	$96.00	$
	8' L x 24" W x 42" H	$96.00	$103.00	$
Specialty Tables 30" in Diameter & Unskirted				
	Café Table 30" H	$33.00	$45.00	$
	Cocktail Table 42" H	$45.00	$57.00	$
Table Risers (covered with white vinyl)				
	4' L x 12" W x 12" H	$30.00	$40.00	$
	6' L x 12" W x 12" H	$35.00	$45.00	$
	8' L x 12" W x 12" H	$40.00	$45.00	$

QTY	Item Description	Discount	Standard	Total
Chairs				
	Folding Chair	$36.00	$43.00	$
	Modular High Stool Gray Fabric - 29" Tall	$43.00	$51.00	$
Pegboards, Tack boards & Grid wall				
	Pegboard 4' x 8' Horizontal	$150.00	$175.00	$
	Pegboard 8' x 4' Vertical	$150.00	$175.00	$
	Tack board 4' x 8 Horizontal	$150.00	$175.00	$
	Tack board 8' x 4' Vertical	$150.00	$175.00	$
Additional Accessories				
	Bag Rack	$36.00	$43.00	$
	Easel	$28.00	$36.00	$
	Wastebasket	$15.00	$21.00	$

Event colors are: **Black & Silver**

SKIRT COLORS:

Please check the skirt color of choice:



Order Policy

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- Payment, in full, must accompany all orders by **Friday, August 7, 2015**to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Friday, August 7, 2015**will be refunded at 100%. Items cancelled after **Friday, August 7, 2015**and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after **Monday August 3, 2015**they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Texas Bar & Night Club Alliance
August 16-17, 2015
JW Marriott-Austin

Carpet & Cleaning Order Form

Discount Deadline: Friday, August 7, 2015

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

QTY	Item Description	Discount	Standard	Total
	10' x 10' Carpet	$77.00	$92.00	$
	10' x 20' Carpet	$150.00	$165.00	$
	10' x 30' Carpet	$225.00	$240.00	$
	10' x 40' Carpet	$300.00	$315.00	$
Carpet Accessories				
	Carpet Padding per sq ft	$0.45	$0.55	$
	Taping per linear ft	$0.65	$0.75	$

Event colors are: **Black & Silver**

CARPET COLORS

Please check the carpet color of choice:

Red

Black

Royal Blue

Cleaning

	# of Days	Booth Size per sq ft	Price per sq ft	Total
Vacuum Daily (Includes prior)			$0.32	$

Porter Service

Description	# of Event Days	Price Per Day		Total
Up to 300 sq ft		X	$126.00	$
300 - 500 sq ft		X	$169.75	$

Order Policy

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- Payment, in full, must accompany all orders by **Friday, August 7, 2015**to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Friday, August 7, 2015**will be refunded at 100%. Items cancelled after **Friday, August 7, 2015**and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Graphics and Display Rentals. If these items are cancelled after **Monday, August 3, 2015**they will be billed at 100%.

Total	+	CC Processing Fee 3%	+	Sales Tax 8.25%	=	Grand Total
$	+	$	+	$	=	$

Texas Bar & Night Club Alliance
August 16-17, 2015
JW Marriott-Austin

Pipe & Drape Order Form

Discount Deadline: Friday, August 7, 2015

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

QTY	Item Description	Discount	Standard	Total
Drape				
ft	3' High Drape (includes hardware)	$6.50	$7.75	$
ft	8' High Drape (includes hardware)	$10.75	$14.00	$
Steel				
	3' Steel Uprights	$7.50	$10.50	$
	8' Steel Uprights	$11.50	$14.50	$
	3' Steel Bases	$7.50	$10.50	$
	8' Steel Bases	$11.50	$14.50	$
	6' - 10' Steel Expanders	$11.50	$14.50	$

DRAPE COLORS

Event colors are: Black & Silver

If you require a different color other than the event colors, please contact Show Management for approval: **Thelma Longoria Region One ESC**
Phone: 956-984-6071

Please check the drape color of choice:

Drape Colors
**Please use colors only as a reference.*

RED ☐
PLUM ☐
☐
GOLD ☐

WHITE ☐
BLACK ☐
SILVER ☐
☐

ROYAL BLUE ☐
FOREST GREEN ☐
BURGUNDY ☐
☐

Order Policy

- All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- Payment, in full, must accompany all orders by **Friday, August 7, 2015**to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Friday, August 7, 2015**will be refunded at 100%. Items cancelled after **Friday, August 7, 2015**and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Graphics and Display Rentals. If these items are cancelled after **Monday, August 3, 2015**they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Texas Bar & Night Club Alliance
August 16-17, 2015
JW Marriott-Austin

Signs & Graphics Order Form

Discount Deadline: Monday, August 3, 2015

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

High-quality signs and graphics can enhance the overall image of your booth. Our Graphic/Sign Department at **CEMS** is driven to excellence and strives to produce the highest quality signs and graphics.

- ♦ All standard signs are digitally produced on white foam core.
- ♦ Standard sign price includes text/copy placement in a color specified area on a single side.
- ♦ Custom signs and banners can be ordered in advance **ONLY**.
- ♦ We must receive your order with payment by **Monday, August 3, 2015**. Orders received after this date may be subject to availability and additional charges may apply.

We want your graphics and images to look their absolute best. In order to insure the best quality graphics and images from your digital files, please see the below guidelines.

- ♦ Picture: file format JPG, TIF, or PSD (**CEMS** recommends 1200 dpi, no less than 150 dpi, if at 100% size)
- ♦ Logo and Graphic: file format EPS or AI
- ♦ If the file is too big a DVD can be sent to **CEMS**, please label with the event and exhibitor name.

Standard Sizes

Size					Discount	Standard	QTY	Total
11" X 14"		Horizontal		Vertical	$45.00	$67.50		$
14" X 22"		Horizontal		Vertical	$50.00	$75.00		$
22" X 28"		Horizontal		Vertical	$78.00	$106.00		$
28" X 44"		Horizontal		Vertical	$117.00	$150.00		$
1 m X 8' Free Standing Single Sided					$295.00	$360.00		$
7" X 44" (ID Sign) Card Stock					$33.00	$49.50		$

Custom Graphics

	Standard	Total
Customer Supplied graphics *(Must be sized, if graphic is not print ready there will be a 1 hour graphic design charge.)*	$16.00 per sq ft	$
Custom Graphics Design	$75.00 per hour	$

Please fill out the below information

Dimensions	Length (ft) _____ x Width (ft) _____= Square (ft) _____					
Substrate	☐ Vinyl Banner	☐ Foam Core	☐ Coroplast	☐ Sintra	☐ Gator Board	Other:
Other options:			☐ Grommets	☐ Easel Back	☐ Single Sided	☐ Double Sided

Order Policy

- ♦ All prices include delivery, installation, rental charge for the duration of the event and removal at completion.
- ♦ Payment, in full, must accompany all orders by **Monday, August 3, 2015** to receive the discount price. Orders received after this date will be charged the standard rate.
- ♦ Items cancelled prior to **Monday, August 3, 2015**, will be re-funded at 100%. Items cancelled after **Monday, August 3, 2015**, on show site or after delivery are **non-refundable** and billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Rules & Regulations

Safety

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. **CEMS** cannot be responsible for injuries or falls caused by the improper use of this equipment.

Texas Bar & Night Club Alliance
August 16-17, 2015
JW Marriott-Austin

Display Labor Order Form

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone #:	Fax #:	Booth Number:
E-mail address:		

Very Important:
If using **CEMS** Supervision please fill out the below information as well as the Outbound Bill of Lading (located on the next PAGE). If using Exhibitor Supervision please complete all outbound shipping documents at the **CEMS** Service Desk prior to the close of the event.
♦ All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of $25.00.

All orders must be paid in advance. Orders for display labor will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one (1) hour increments per worker. Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker (s) at the time specified, a one (1) hour "Not Ready" charge per worker will apply.

Rates
Rates are based on one (1) man, per one (1) hour.

	Pre-Order	Show Site		
Straight Time	$50.00	$62.50	Monday-Friday	8:00 am to 4:30 pm
Overtime	$75.00	$93.75	Monday-Friday Monday-Friday Saturday	4:31 pm to 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	$100.00	$125.00	Sundays & Holidays	All Day

Please fill in the below information:
Invoice will be calculated according to actual hours worked.

	# of Men:	Date:	Start Time:	# of Hours:
Install:				
Dismantle:				

Type of Service:

☐ **CEMS Supervision** (Exhibitor does not have to be present)

CEMS will proceed with your display setup unless you instruct us otherwise. Work will be done on straight time, unless move in/move out schedule does not permit. All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of $25.00. *(If using **CEMS Supervision**, please complete the information below:)*

Number of Crates:	Self contained unit? ☐ Yes ☐ No
Set up plans attached? ☐ Yes ☐ No	Photo enclosed? ☐ Yes ☐ No
Carpet: ☐ Own ☐ **CEMS** Color: _____	Suggested tools (i.e 16' ladder):

Special instructions:

☐ **Exhibitor Supervision** (Exhibitor must pick up labor from the **CEMS** Service Desk)

All work to be performed ONLY under the supervision of an Exhibitor Representative. Labor ordered and not called for by the exhibitor will be billed at a one (1) hour "Not Ready" charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

Please provide a contact name and phone number for the person in charge of your move in.

Contact Name: _____

Phone Number: _____

Order Policy
- ♦ All charges are subject to sales tax and a 2% petroleum surcharge.
- ♦ The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in one (1) hour increments per worker and equipment.
- ♦ Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

Total	+	CC Processing Fee 3%	=	Grand Total
$	+	$	=	$

Texas Bar & Night Club Alliance
August 16-17, 2015
JW Marriott-Austin

Outbound Shipping Instructions - CEMS Dismantle Labor

Complete this form ONLY if CEMS will be supervising your dismantle labor.

- Please duplicate form for split shipments (one form for each location or one for each carrier).
- The Credit Card Authorization form **MUST** be provided when submitting this form.
- Your CEMS Bill of Lading will be available for verification and signature at the CEMS Service Desk located at show site.
- It is **YOUR** responsibility to contact and make all arrangements for any carrier. Please provide CEMS with shipping documents and/or labels as well as this form.

FROM: **TO:**

Exhibitor Company Name:		**Consignee Name:**			
Exhibit Facility: JW Marriott Austin- Downtown		**Consignee Address:**			
Event Street Address: 110 East 2nd St.					
City/State: |Austin, TX	**Zip Code:** 78701	**Destination City, State:**		**Zip Code:**	
Exhibitor Name:	**Phone Number:**	**Destination Show Name:**		**Booth Number:**	
FREIGHT CHARGES PAID BY:		**CARRIER:**			
Address:		☐	☐		
City, State:	**Zip Code:**	**METHOD:**	**Next Day**	**2nd Day**	**Ground**
Attention:		**DELIVER BY DATE:**			
Phone Number:	**Email Address:**	**FREIGHT CHARGES:** Freight charges are prepaid unless marked Collect		**Prepaid**	**Collect**

# PIECES	DESCRIPTION - EXHIBITION MATERIAL	WEIGHT	CLASS
	Crates (Wooden) Exhibition Material		125
	Cartons (Cardboard)		125
	Fiber Cases / Trunks		125
	Skids / Pallets		125
	Carpet (specify color)		125
	Flats / Tubes		125
	Miscellaneous: (describe)		125
	TOTAL		

* By accepting this Bill of Lading, CEMS assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates CEMS as its agent for tendering shipments to carrier. CEMS assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers.

Texas Bar & Night Club Alliance
August 16-17, 2015
JW Marriott-Austin

Sample Certificate of Liability Insurance

This form should name **CEMS** as additionally insured for each EAC firm being utilized. **Note**: The EAC must maintain at least $1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

ACORD	**CERTIFICATE OF LIABILITY INSURANCE**	DATE (mm/dd/yyyy)

PRODUCER **ABC Insurance Agency** **1234 Broker Lane** **New York, NY 12345** **Attn: Joe Smith (123) 456-7890** **Fax: (987) 654-3210**	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE
INSURED **Company Name, Inc** **1234 Corporate Lane** New York, NY 12345 **Attn: Tom Johnson** Phone: (124) 569-2943 **Fax: (124) 569-8274**	INSURER A: **Hartford Insurance Company of Texas** INSURER B: **Aetna Casualty & Surety Company** INSURER C: **Royal Insurance Company** INSURER D: INSURER E:

COVERAGE'S

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUES TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION ATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR GENERAL AGGREGATE LIMIT APPLIES PER POLICY PROJECT LOC	**000P98298-AI1**	**01/01/09**	**01/01/10**		
					EACH OCCURRENCE	**$1,000,000**
					FIRE DAMAGE (Any one fire)	**$ 50,000**
					MED EXP (Any one person)	**$ 5,000**
					PERSONAL & ADV INJURY	**$1,000,000**
					GENERAL AGGREGATE	**$2,000,000**
					PRODUCTS-COMP/OP AGG	**$2,000,000**
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	**SKLS-029499S**	**01/01/09**	**01/01/10**		
					COMBINED SINGLE LIMIT	**$1,000,000**
					(Ea accident)	
					BODILY INJURY	**$**
					(Per person)	
					BODILY INJURY	**$**
					(Per accident)	
					PROPERTY DAMAGE	$
	GARAGE LIABILITY ANY AUTO				AUTO ONLY-EA ACCIDENT	**$**
					OTHER THAN $	**$1,000,000**
					$	
A	UMBRELLA/EXCESS LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION	**XL1234567**	**01/01/09**	**01/01/10**	EACH OCCURRENCE	**$1,000,000**
					AGGREGATE	**$1,000,000**
						$
						$
						$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	**A4145-SS-PJ37**	**01/01/09**	**01/01/10**	**WC STATUE-ORY LIMITS** OTHER	
					E.L. EACH ACCIDENT	**$1,000,000**
					E.L. DISEASE-EA EMPLOYEE	**$1,000,000**
					E.L. DISEASE -POLICY LIMIT	**$1,000,000**
D	OTHER Professional Liability	**000P98298-AI1**	**01/01/09**	**01/01/10**	**Each Occurrence & Aggregate**	**$1,000,000** $3,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER	**X**	**ADDITIONAL INSURED; INSURER LETTER: X** **CANCELLATION**
CEMS Exhibitor Services P.O. Box 6330 McAllen, Tx. 78502		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS.
Re: **Texas Bar & Night Club Alliance**		AUTHORIZED REPRESENTATIVE John Smith, CIC

Sample

- **PRODUCER**: Insurance Agent / Broker who issues certificate.
- **NAME OF INSURED**: Must be the legal name of contracting party.
- **TYPES OF INSURANCE**: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
- **FORM OF COVERAGE**: Must be "occurrence" from of coverage.
- **NAME ADDITIONAL INSURED'S**: Global Experience Specialists, Inc. (Official Service Provider), International Council of Shopping Centers (Show Management), RECon Leasing Mall (Show) and Las Vegas Convention Center (Facility) as additional insured's on a primary and non- contributory basis.
- **CERTIFICATE HOLDER**: Must be Global Experience Specialists, Inc.
- **POLICY EFFECTIVE DATE**: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- **POLICY EXPIRATION DATE**: Must be on or after the last day of Exhibitor Move-Out.
- **LIMITS OF INSURANCE**: Must be the same or greater than required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual.
- **NOTICE OF CANCELLATION**: 30 days notice must be provided.
- **AUTHORIZED REPRESENTATIVE**: Must be signed (not stamped) by an authorized representative of Producer.

JW MARRIOTT
AUSTIN

EXHIBITOR INTERNET AND INFORMATION TECHNOLOGY ORDER FORM

EVENT NAME: _____

BOOTH NUMBER: _____

COMPANY INFORMATION

COMPANY NAME: _____

ADDRES: _____

CITY: _____

STATE: _____ ZIP:_____

PHONE: _____

FAX: _____

EMAIL: _____

DELIVERY & SETUP INFORMATION

ORDERED BY: _____

CONTACT ON-SITE: _____

CONTACT PHONE: _____

DELIVERY DATE: _____

READY TO USE BY: (CIRCLE ONE)

Between 8am-12pm *Between 1pm-4pm* *any*

PICK UP DATE: _____ TIME: _____

PAYMENT INFORMATION

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

NAME ON CARD: _____

_____

SIGNATURE OF CARDHOLDER & ACCEPTANCE OF TERMS

SENDFORM TO: **Markey's Rental & Staging at the JW Marriott**
***Attn*: Markey's Event Technology Dept.**
FAX: 512-608-4987
EMAIL: MarkeysAustin@markeys.com

QUESTIONS: **Please call Markey's Event Technology Sales**

MARKEY'S RENTAL & STAGING

INTERNET SERVICES

BASIC INTERNET ACCESS PER DEVICE	Advance Rate	Regular Rate	Total
Basic Wireless Service - 768 Kbps	$35	$45	
Basic Wired Service - 768 Kbps	$95	$110	

Basic Service is suitable for basic web surfing and web based email

CUSTOM INTERNET ACCESS PER DEVICE	Advance Rate	Regular Rate	Total
Wireless Premium Service 1.0 Mbps	$100	$125	
Wireless Premium Plus Service 1.5 Mbps	$150	$175	
Wireless Dedicated Service 3.0 Mbps	$300	$325	
Optional WIRED Service – cost per line	Add $75	Add $75	

Streaming applications should utilize a minimum 1.5Kbps service

For other bandwidth reservations please call or email.

OTHER INTERNET SERVICES PER DEVICE	Advance Rate	Regular Rate	Total
Static Private IP Address	$350 ea.	$400 ea.	
Additional Private IP Address	$100 ea.	$120 ea.	
Static Public IP Address	$350 ea.	$400 ea.	
Additional Public IP Address	$100 ea.	$120 ea.	

NETWORKING SERVICES

EQUIPMENT RENTAL	Advance Rate	Regular Rate	Total
Switch/Hub Rental – 8 Port (10base-T)	$100 ea.	$125 ea.	
Switch/Hub Rental – 24 Port (10base-T)	$200 ea.	$225 ea.	
Patch Cable Cat5e (up to 50')	$20 ea.	$25 ea.	

VOICE SERVICES

EQUIPMENT RENTAL	Advance Rate	Regular Rate	Total
Single Phone Line with Handset	$175 ea.	$200 ea.	
Polycom Speaker Phone Includes: Single Phone Line (dial 9 for o/s)	$225 ea.	$250 ea.	

- Local and Long Distance and International Charges Applicable
- Make Checks Payable To The JW Marriott.
- Payment Must Be Received Prior To Show Date

ORDER TOTAL

ORDER SUBTOTAL: _____

24% SERVICE CHARGE: _____

8.25% TEXAS SALES TAX: _____

*Sales tax only applies to Equipment Rental and Service Charge.

GRAND TOTAL: _____

MARKEY'S
RENTAL & STAGING

JW Marriott Austin
110 E 2nd Street
Austin, TX 78701

NETWORK SECURITY POLICY

The network security policy implemented for the JW Marriott Austin requires customers adhere to several necessary precautions in order for Markey's to maintain a viable, properly functioning network for all customers. The declaration of compliance and the security requirements as noted herein is an acknowledgement of Markey's filtering policies and must be completed and signed by an authorized representative of the company placing the order. Prior to service being authorized and activated the attached forms must be faxed to Event Technology Services at the JW Marriott Austin.

DEVICE OPERATING SYSTEM: _____

TOTAL # OF DEVICES: _____

TYPE OF ANTI-VIRUS SOFTWARE: _____

VIRUS SCAN LAST UPDATED: _____

SECURITY UPDATES LAST PERFORMED: _____

ARE YOU RENTING COMPUTERS: _____

RENTAL COMPANY NAME: _____

RENTAL COMPANY CONTACT: _____

CONTACT PHONE NUMBER: _____

With the execution of this document the customer hereby attests that customer provided equipment, which will be connected to JW Marriott Austin network has been properly protected, contains anti-virus software and the latest patches and security updates have been installed. Customer also accepts responsibility for the performance of customer's equipment and understands the conditions placed on the service delivery by this document as well as the potential that additional charges may be incurred should customer's equipment be found to adversely impact the JW Marriott network's performance. The customer acknowledges that the Network Security Policy is part of the customer's contract allowing Markey's to provide requested services and is subject to change without notice.

Signature: _____ Date: _____

Printed Name: _____

Acceptance of terms

TERMS AND CONDITIONS

1. Markey's is the exclusive provider of voice, wired and wireless data services for the JW Marriott Austin. This includes all cabling to meeting rooms, foyers, booths, fiber optic, twisted pair, coaxial and all other data and telecommunications related cabling.

2. The use of the network connection(s) provided by Markey's may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to a secondary company or individuals.

3. All devices for which Markey's directly or indirectly provides Internet and/or Network connectivity must pay a device charge or purchase a Markey's assigned IP address.

4. Orders placed on site or after show move-in will be charged at base price plus an additional 20% X Base Price.

5. Shared Internet Services**:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. Markey's can engineer a custom dedicated network to accommodate such special requests.

6. Rates do not include computer equipment, NIC card, or TCP / IP software.

7. Wireless transmitters not authorized by Markey's are strictly prohibited**.** Customers wanting to showcase wireless products must contact the JW Marriott 30 days in advance of show move–in to investigate the potential of Markey's engineering a customized cohesive network to operate without interference to other Customers. Applicable labor and equipment charges will apply. The use of any wireless device that interferes with the hotel's existing wireless data frequency range is prohibited and subject to disconnection at the customer expense.

8. Markey's does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone beyond and outside of the JW Marriott Indianapolis.

9. Only Markey's personnel are authorized to modify system wiring and cabling.

10. Cancellation within 24 hours of move-in or setup will be subject to a minimum $150 cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.

11. Service problems must be reported to the Event Technology Department.

12. Any additional cost incurred by Markey's to assist in (a.) diagnosing or problem resolution found not to be the fault of Markey's or (b.) the collecting of information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.

13. The prices listed do not include Federal, State, Local or Other Taxes. 24% Equipment Service Charge applies to all listed prices.

14. The customer is responsible for all international, long distance and other applicable charges against the assigned telephone numbers.

15. Relocation of internet and data lines will incur a per line move fee starting at $75 (Telephone), $100 (Internet).

17. Prices are based upon current rates and are subject to change without notice.

JW MARRIOTT
AUSTIN

EXHIBITOR BANNER HANGING ORDER FORM

Markey's is proud to serve as the exclusive provider of banner and sign hanging services at the JW Marriot Austin. All signs, banners and decorations must be hung by Markey's whether in the ballrooms, exhibit hall, foyer, pre function space and hallways.

EVENT NAME: _____

BOOTH NUMBER: _____

COMPANY INFORMATION

COMPANY NAME: _____

ADDRES: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

DELIVERY & SETUP INFORMATION

ORDERED BY: _____

CONTACT ON-SITE: _____

CONTACT CELL #: _____

DELIVERY DATE: _____

SETUP TIME: (CIRCLE ONE)

Between 8am-12pm *Between 1pm-4pm* *other*

PICK UP DATE: _____ TIME: _____

PAYMENT INFORMATION

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

NAME ON CARD: _____

_____

SIGNATURE OF CARDHOLDER & ACCEPTANCE OF TERMS AND CHARGES

SEND FORM TO: **Markey's Rental & Staging at the JW Marriott**
***Attn*: Markey's Event Technology Dept.**
FAX: 512-608-4987
EMAIL: MarkeysAustin@markeys.com

QUESTIONS: **Please call Event Technology Sales**

MARKEY'S
RENTAL & STAGING

SIGN & BANNER HANGING

Basic Service (less than 20lbs each)	**Advance Rate**	**Regular Rate**	**Total**
(1) 4'x6' Banner/Sign	$125 + lift	$150 + lift	
(4) 4'x6' Banners/Signs	$400 + lift	$480 + lift	

Custom Banner Hanging	**Unit Cost**	**Total**
Banner / Sign Larger Than 4' x 6'	call for quote	
Banner / Sign Heavier Than 20lbs.	call for quote	
Scissor Lift Rental (1-hour minimum)	$75/hr	

Banner Hardware Rental	**Advance Rate**	**Regular Rate**	**Total**
1" Pocket Pipe – per linear foot	$5/ foot	$6/ foot	
Aluminum Wiring and Rigging	$10/ sign	$12/ sign	
Other			

Labor Rates - rates are shown for two crew members

Time Frame	**Rate**	**# of hours**	**Total**
Monday-Friday 8am-5pm	$150.00/hour		
Monday-Friday 5pm-12am	$225.00/hour		
Monday-Friday 12am-8am	$300.00/hour		
Saturday-Sunday 8am-5pm	$225.00/hour		
Saturday-Sunday 5pm-12am	$300.00/hour		
Holidays – All Day	$300.00/hour		

- All banner crews will consist of a minimum of two (2) crew members. Crew and equipment required for your event will be determined by Markey's Rental & Staging.
- Orders placed on-site or after show move-in will be charged at base price plus an additional 20% X base price, to prices shown above.
- Make checks payable to the JW Marriott. Payment must be received prior to show date.

Holidays

New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving and Christmas Day. All changes in labor calls must be made with the Markey's hotel Director of Event Technology.

ORDER TOTAL

ORDER SUBTOTAL: _____

24% SERVICE CHARGE: _____

8.25% TEXAS SALES TAX: _____

ORDER TOTAL: _____

LABOR TOTAL: _____

GRAND TOTAL: _____

Pre-Show Information

In order to better serve you, we need specific information as to the size, weight, location, timing and special needs for the signage.

Ideally, all banners will have a top and bottom pocket. Banners without a top pocket should be manufactured with grommets every two feet.

• Description of items? Sign / Banner / Truss / Other

_____

• Type of material? Wood / Vinyl / Cloth / Steel / Other

_____

• Location of item? Floor / Room / Pre Function / Lobby / Other

_____

• Is electricity required for any of the items? (electrical form req'd)

_____

• Move in day and **Preferred** set time?

_____

• Move out day and **Preferred** strike time?

_____

Booth Layout with Sign Location:

Signage Standards

- All sign requests must be approved by Markey's Rental & Staging.
- All signage must be hung and removed by Markey's personnel.
- All materials must comply with state and local building codes.
- On-site changes to original order will result in additional labor costs.
- All signs should be assembled and ready for hanging with properly constructed frames and grommets or eye-bolts. Banners must have a top and bottom pocket to receive pipe.
- The JW Marriott reserves the right to refuse to hang any sign deemed unsafe.
- Signs requiring AC power must meet electrical codes and have a grounded power supply.
- Banners or signs weighing over 20 lbs. may require a chain motor and truss. Additional rigging costs may be incurred.
- The installation and removal of all signs will be based on the event move-in and move-out schedule per contract.
- Delivery of signage to be coordinated with show move-in.
- All changes in signage details must be made with the Operations Manager of Markey's Rental & Staging.
- Cancellations less than 24 hours in advance of start of service will result in full price being charged for estimated services.

MARKEY'S
RENTAL & STAGING

110 E 2nd Street

Austin, TX 78701

JW MARRIOTT AUSTIN

EXHIBITOR ELECTRICAL SERVICE ORDER FORM

Markey's Rental & Staging is proud to serve as the exclusive in-house provider of electrical services for the JW Marriott Austin. Markey's is required to approve and provide all three phase electrical connections in ballrooms, meeting rooms and foyers. We look forward to providing you with outstanding service and equipment.

EVENT NAME: _____

BOOTH NUMBER: _____

COMPANY INFORMATION

COMPANY NAME: _____

ADDRESS: _____

CITY: _____

STATE:_____ ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

DELIVERY & SETUP INFORMATION

ORDERED BY: _____

CONTACT ON-SITE:_____

CONTACT PHONE: _____

DELIVERY DATE: _____

READY TO USE BY: (CIRCLE ONE)

Between 8am-12pm *Between 1pm-4pm* *any*

PICK UP DATE: _____TIME: _____

PAYMENT INFORMATION

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

NAME ON CARD: _____

_____

SIGNATURE OF CARDHOLDER & ACCEPTANCE OF TERMS

SEND FORM TO: **Markey's Rental & Staging at the JW Marriott**
***Attn*: Markey's Event Technology Dept.**

FAX: 512-608-4987
EMAIL: MarkeysAustin@markeys.com

QUESTIONS: **Please call Markey's Event Technology Sales**

MARKEY'S RENTAL & STAGING

120 VOLT POWER

RENTAL ITEMS	ADVANCE RATE	REGULAR RATE	QTY	TOTAL
5 Amp	$100	$120		
10 Amp	$150	$180		
20 Amp	$200	$240		
Other (pls. call)				

208V - THREE PHASE SERVICE

RENTAL ITEMS	ADVANCE RATE	REGULAR RATE	QTY	TOTAL
30 Amp	$350	$420		
60 Amp	$500	$600		
100 Amp	$1000	$1200		
200 Amp	$2000	$2200		
400 Amp	$4000	$4200		
OTHER				

ELECTRICAL EQUIPMENT RENTAL

RENTAL ITEMS	ADVANCE RATE	REGULAR RATE	QTY	TOTAL
25' 120v Extension Cord	$25	$30		
50' 120v Extension Cord	$35	$42		
Multiple Outlet Strip	$25	$30		
Other				

LABOR

RENTAL ITEMS	Straight Time RATE	time needed	# hrs.	TOTAL
Electrician	$120/hr			
General Laborer	$100/hr			
Other:	$100/hr			

- Cancellation must be received by Markey's Consultant.
- No refunds provided after installation of service.
- Orders placed on-site or after show move-in will be charged at Regular Rates.
- Make checks payable to the JW Marriott. Payment must be received prior to show date.

ORDER TOTAL

ORDER SUBTOTAL (excluding labor): _____

24% SERVICE CHARGE: _____

8.25% TEXAS SALES TAX: _____

LABOR TOTAL: _____

GRAND TOTAL: _____

*prices effective August 1, 2014